

**SS. Cyril and Methodius  
School Board Meeting Minutes  
Tuesday, March 4, 2008**

1. **Call to Order:** Meeting called to order at 7:00 pm by Bob Libby.
2. **Opening Prayer:** Bob L led the group in opening prayer.
3. **Roll Call:** Father Larry and Shirley Tkachuk present. School Board members: Ed Andruszkiewicz, Vicki Burton, Bob Gomulka, Debbie Latz, Bob Libby, Mike Pender and Beth Rendak present. Lupe Czerwinski excused. Garland King absent.
4. **Acknowledgement of Guests:** Mary Grabowski, Terri Langellier and Keith Latz.
5. **Visitor Comments:** none
6. **SSCM Athletic Commission Presentation:** Bev Marzek presented a handout and an overview of the Athletic Commission. The Archdiocese provides the guidelines for the program. The commission members and coaches are all volunteers. The athletic program is the largest extra-curricular program at SSCM, to date there are 341 athletes, 93 coaches and 35 teams. Their philosophy is to provide an instructional program for grade 4 thru 6 and a competitive program for grades 7 and 8. Fundamentals are taught as well as good sportsmanship, fair play, team spirit, team work, leadership, self discipline, integrity, and respect for rules and regulations. SSCM is a member of 3 athletic conferences. Unlike other Athletic Directors in the other athletic conferences, who receive a stipend in the range of \$1,500 to \$7,500, Bev does not receive an AD stipend, she volunteers all of her time. Bev and Shirley have met and are working together to keep communications open. Bob G asked if a handout could be available for families at registration time for the beginning of the school year. Bev will meet and discuss this with the AC members and will look at putting a handout together.
7. **Approval of Previous Meeting Minutes:** Motion made by Mike P, second by Vicki. All in favor, minutes approved and will be posted on the website.
8. **Amendments to Agenda:** Shirley would like to add Policy Changes to New Business.
9. **Reports of Officers:** *President:* No report. *Treasurer:* Report and checkbook balance given by Beth. *Secretary:* No report. *Vice-President:* No report.  
*Principal's Report:* Financials and School budget reports were reviewed. Shirley reviewed her February and March schedule. The Tech Committee is discussing the direction they need to take for the upcoming school year and are discussing where does "technology" end and "curriculum" begin, the 2 areas are working well together and beginning to blend. The required mid year asbestos report has been submitted. Under the direction of Mr. Sniogowski the Student Council collected loose change, for "Coin Wars", from each homeroom. The class who collected the most received a small treat. The money collected will be used for the Student Council's operating expenses which provide school incentives, etc. It will also help develop leadership potential and help out in the community. Shirley has completed more than half of the formal teacher evaluations. She spends about 40-60 minutes in the classroom observing and then meets with the teacher to highlight strengths, areas of concerns and suggests improvements. Terra Nova testing has begun and results should be available by mid May, they will be shared with the SB. When results are reviewed an action plan will be put together to address areas of concern and set goals for next year.  
*Pastor Report:* Fr met with Shirley to go over her formal evaluation, areas of communication, timing of issues, monitoring of teachers and being visible were discussed. Shirley did sign her new contract on March 1<sup>st</sup>. Fr. Frank will be finishing his term with SSCM a farewell reception will be arranged. Deacon Marcin Szczpula, who was born in Poland, is 26 years old, and has been in the U.S. for 7 years will be coming to SSCM. He will be our Deacon for 3 months, on 5/17/08 he will be ordained at Holy Name Cathedral, and he will start full-time with us on 7/1/08.  
*Communications:* A letter from Pete Dyer was received and forward to all SB members by Bob L. No response was requested by Pete but Shirley would like to call him.

**10. Committee Reports: Finance:** Beth and the Finance Committee have met to discuss the budget and are getting ready to prepare a letter to send to parents regarding tuition for next year. They are discussing fundraisers, tuition payments and dates in August for registration. **Development:** A \$15,000 Technology Grant, which is eligible to 20 Catholic Schools, is being worked on. So far it involves a preliminary phone call to answer questions. **Technology:** no report. **Public Relations:** no report.

**Legislative Action:** Ed stated the SSCM Legal Action Distribution List is up and running, he would like to see a link on the page that will direct parents back to the SSCM website. The February CCI newsletter was shared. Discussed hosting a Candidate Forum for the up coming elections.

**11. Old Business: SB Member Recruiting:** Bob G. prepared and discussed a letter to send out to potential candidates. Input for the letter was discussed and he will make adjustments and e-mail it to SB members for approval. 4 positions will need to be filled. SB members leaving are Debbie, Bob G., Garland and Vicki's remaining 2 year term. Bob will have the letter in the Sunday Bulletin and sent out thru school as soon as possible. All letters of intent are to be sent to Bob G. and will need to be received by the 2<sup>nd</sup> to last Sunday in April. (4-20-08).

**12. New Business: Policy Changes:**

- a. NSF checks: There have been several NSF checks. Shirley would like a policy in place. If 2 NSF checks have been returned in a year, then for the remaining school year, the family will have to make payments by either cash or money order. The family will also be required to pay any NSF fees.
- b. Past Tuition/and or other payments outstanding: Phone calls and letters from Fr. and Shirley asking for a conference to discuss the financial situation so that a payment can be made. If there is no resolution then the account may go to a collection agency to seek payment. This policy should be part of the Parent/Student Handout.
- c. Changing of Gym Uniform. In the past the 7<sup>th</sup> and 8<sup>th</sup> grades changed out of their gym uniform into their school uniform at the end of gym period. There have been some timing issues and problems with students in the washroom. Some teachers and students have asked, for the remaining school year, to have students remain in gym uniforms all day. Concerns for Altar Servers and body perspiration were discussed. It will allow Mrs. G. extra instructional time. This change will be effective now and will be evaluated at the end of the school year.

**Space Shuttle Medal:** Our medal will be coming back to us from NASA. It was discussed that if an astronaut returned the medal to us we would be responsible to pay their expenses (airfare, lodging and meals). We discussed ways to raise these funds and if any family would be able to donate frequent flyer miles and hotel arrangements.

**Sex Education Program:** Debbie asked Shirley how the program will be presented to the students this year. Shirley stated that this year Health World will come out to present the technical side of the program. They will do a presentation just for the parents so that materials can be reviewed before the program begins. They have 3 different programs for 5<sup>th</sup>, 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup> grades. Health World has been approved by the Archdiocese.

**13. Executive Session Agenda:** none

**14. Adjournment:** Next meeting is set for April 8, 2008 at 7 pm. Motion to adjourn made by Mike, second by Ed; meeting adjourned at 8:50 pm.